

*Procedures for Filing a 2006 Comprehensive Plan Map Amendment Application*

**APPLICATION DEADLINE IS FRIDAY, JUNE, 23, 2006 5:00 P.M.**

1. **Who May File:** Individuals, organizations, partnerships, corporations, and public agencies are eligible to make application for a comprehensive plan map amendment.

Individuals making application on behalf of a property owner must include the property owner's signature or evidence must be provided that an individual is lawfully authorized to sign on behalf of the property owner. Similarly, evidence that a person is lawfully authorized to sign on behalf of a corporation, agency, etc. shall be required. In instances where there is more than one property owner, all property owner signatures are required. See the master land use application.

2. **State Environmental Policy Act (SEPA):** Generally, the City prepares the environmental checklist for comprehensive plan amendment applications. However, certain applications, because of their characteristics, will require the applicant's submittal of a separate SEPA checklist. Applicants should discuss with planning staff whether a separate checklist is required. Applications involving complex environmental review, such as those requiring an Environmental Impact Statement (EIS), may need to be considered during the following year's amendment cycle.
3. **Process/Time Frame:** Following city staff review and the preparation of a staff recommendation, plan amendment applications will be forwarded to the City of Auburn Planning Commission for a public hearing in the fall of 2006. Following the Planning Commission public hearing and recommendation, the City Council will consider the amendments. Final action by the Auburn City Council typically occurs in December 2006.
4. **Relation to Zoning Map:** Comprehensive Plan map amendment requests seek to amend the land use designation for a specific parcel (or parcels) of land on the Comprehensive Plan Map. A rezone will be processed concurrently with the comprehensive plan map amendment. A rezone is heard by the hearing examiner with a recommendation to City Council. City Council will decide on the comprehensive plan map amendment and rezone together.
5. **Submittal Requirements:** The following information shall be submitted to the Planning, Building, and Community Department:
  - ☐ **10 copies** Master Land Use Application (One of the copies shall contain original signatures).
  - ☐ Application fees of \$1,560.00 plus \$750 for SEPA if applicable.
  - ☐ **10 copies** of a vicinity map.

- ☐ **10 copies** of a site plan at a minimum scale of 1"=50' showing the following information:
  - a. All parcels proposed for land use map change.
  - b. The area of each parcel proposed for land use change.
  - c. The existing and proposed land use designation.
  - d. All natural features including, but not limited to wetlands, steep slopes, and streams.
  - e. Parcel numbers.
  - f. Section, Township, and Range.
- ☐ **10 copies** of a written explanation of how the proposed changes comply with the following criteria:
  - a. Why the comprehensive plan map amendment is being proposed.
  - b. Justification and support for the proposed map amendment. Examples might include a discussion of changes that have occurred in the area of the proposed plan map amendment since the comprehensive plan's adoption, consistency of the proposed amendment with the adopted comprehensive plan, and/or how the proposed change will benefit the community.
  - c. Indicate how the proposed change is consistent with comprehensive plan designations of surrounding properties.

Additional information may be required. The applicant will be notified in writing if additional information is necessary.

**Please note:** In order to help work out potential problems before the formal submittal, the City of Auburn recommends that applicants attend a pre-application meeting.

If you have any questions or would like to schedule a pre-application meeting please contact the Planning Department at 253-931-3090.